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March 17, 1972

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MEMORANDUM FOR: [REDACTED]

Language School/OTR

SUBJECT : Establishment of a standard Language Rating Code that can be maintained within the new Human Resources computer system to satisfy both Office of Training and Office of Personnel requirements.

REFERENCE : Memos attached dated 11 Sep 1970 and 22 Oct 1970; subject: Language Assessment & Testing Project.

Per our telephone conversation on 12 March 1972 concerning implementing OTR's Language Rating Code in the new Position Language Development Project (POLAND) the following is indicated to bring you up-to-date.

The memo dated 11 Sep 1970 defines the current differences that exist between the Office of Training (OTR) and Office of Personnel (O/P) data processing requirements. It further recommends that OTR and O/P establish a working committee to resolve the question of dual usage of a common base of information and to formulate requirement specifications as guidance to the SIPS effort.

The memo dated 22 OCT 1970 indicates that a meeting was held which resolved some of the OTR and O/P problems. Unfortunately the problem of a standard Language Rating Code is still unresolved.

As I understand it, the basic problem with the Language Rating Code is that the Office of Personnel requires in the computer system that an employee has claimed a proficiency in a language, and following the testing by OTR, they also need the tested results. The Office of Training is only interested in the tested results.

Apparently O/P's rationale for requiring both the claimed and tested is to preclude the Agency from being 'cut short' in a crisis for a particular language requirement. Historically employees have claimed a language proficiency when they entered

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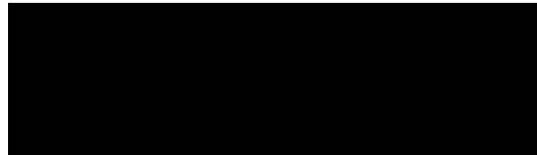
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on duty with the Agency, or later; however, for unknown reasons, they fail to fulfill their obligation to be tested in the claimed language. It should also be noted that in the past O/P has requested computer reports of employees with a claimed language proficiency only.

The POLAND project which produces the Language Control Register is planned to be implemented in HRS Phase II. The new SKILLS system that will contain the Language Proficiencies on employees is not planned for implementation until HRS Phase IV. If new Language Rating Codes are agreed upon between OTR and O/P, it would not be practicable to implement the new codes until HRS Phase IV when all the qualification computer records of employees will have to be converted to the new system.

The current planning for the production of the Language Control Register requires that the POLAND project use the language rating (HINES) code in the current SKILLS system to preclude the costly conversion that would be necessary in HRS Phase II.

It is suggested that some interest be generated in the Office of Training to establish a working committee with the Office of Personnel to formulate a standard language rating code that satisfies both requirements. Hopefully this could be agreed upon within one month so plans could be made in the new POLAND project design to accommodate whatever code is decided when HRS Phase IV SKILLS system is implemented.



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Systems Analyst
OCS/SIPS Task Force

Attachments: (2)

Distribution:

- Original - OTR
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